

# VIRGINIA DEPARTMENT OF FORESTRY

## INCIDENT QUALIFICATION SYSTEM DATA COLLECTION

### FORM INSTRUCTIONS

*Notes on items that might not be self-explanatory for personnel completing the IQS Data Collection/Data Entry Form*

## 1. Person/Organization Information:

<b>JOB TITLE:</b>	Your working title (Forester, Forest Technician, Tractor Operator, Hummer Operator, Firefighter, Hotshot)	
<b>EMPLOYMENT STATUS:</b>	PFT	Full Time DOF
	EFF	Emergency Firefighter, Firefighters, Hotshots, Crewboss
	PPT	Permanent part time, tractor and hummer operators, patrolmen, Local Forest Wardens, Dispatchers, Aerial Observers
<b>STATE NWCG:</b>	VA-VAS	
<b>ORG LEVEL 1:</b>	DOF	
<b>ORG LEVEL 2:</b>	Region, Central Office, State Forest or Forestry Center	
<b>ORG LEVEL 3:</b>	County	
<b>ORG LEVEL 4:</b>	Leave blank	
<b>STATION ADDRESS:</b>	Department of Forestry county address, all Central Office personnel use Central Office address	
<b>JET PORT:</b>	Leave blank	
<b>HEIGHT, WEIGHT, BLOOD TYPE, ALLERGIES, MEDICATIONS, CLOTHING SIZES:</b>		Optional
<b>EMERGENCY CONTACT INFORMATION:</b>	This will show on your card. Helpful when emergency contact needs to be made. Include home address as well as phone number and name of contact.	

## 2. Fitness: Complete if your State tests for fitness-otherwise leave blank

- If you have taken one of the fitness tests, what is your level. The test is valid only from October 1, 1999 to December 31, 2000. The next valid period would be from October 1, 2000 to December 31, 2001. Etc.

**A** - Arduous

**M** - Moderate

**L** - Light

**N** - None

**Certifier** - Who administered the test to you.

**Effective Date** - Date you took the test.

## 3. Target Positions:

- List any fire positions you are interested in qualifying for.
- Risk - WF - Wildfire

## 4. Task Books in Progress:

- List any task books you have in progress.

## 5. Training and Planned Training:

- This section is used for both past training and future training.
- Please report only wildfire related training. Score, Instructor, and hours are optional.
- Priority and planned date is only for future training which you have scheduled.

## 6. Qualifications:

<b>TYPE:</b>	JOB should be entered for all positions qualified for. If you are qualified as a trainee only you should enter TRN.
<b>QUAL:</b>	If you have been issued a red card in the past, list positions which have been on the card and the date you were qualified for the position.

- In order for your qualifications to print on the red or green card, a number needs to be entered in the position priority column.

# VIRGINIA DEPARTMENT OF FORESTRY

## INCIDENT QUALIFICATION SYSTEM DATA COLLECTION

### FORM INSTRUCTIONS

- If you are a full time DOF employee and have not been issued a red card in the past and are a first response employee, you will need to put ICT4 for Incident Commander Type 4 and whatever other jobs you perform on a fire incident. Secondary response personnel and other support personnel need to put whatever jobs you perform in support.
- Part time personnel should include whatever you are qualified at from the list below. You should have both the state qualifications and national qualification if you have passed the arduous test for national dispatch.

#### Incident Command Abbreviations:

Part-time DOF Employees:			
VFF1	Virginia Firefighter - Level 1		
VFF2	Virginia "Hotshot" - Level 2		
VFF3	Virginia Crewboss - Level 3		
VEQ2	Virginia Equipment Operator (Tractor or Hummer) - Level 2		
VEQ3	Virginia Equipment Operator (Tractor or Hummer) - Level 3		
VSR1	Virginia Single Resource (Aerial Observer, Dispatcher, Logistics) - Level 2		
Full-time DOF (In State Or National Dispatch) And Red Carded (National Dispatch) Part-time Employees:			
FFT2	Firefighter	LSC	Logistics Chief
FFT1	Squad Boss	IOF	Information Officer, Type 1, 2 or 3
CRWB	Crew Boss	PSC	Plans Chief
ICT4	Initial Attack Incident Commander	SOF	Safety Officer Type 1, 2, or 3
ICT3	Extended Attack Incident Commander	AOBD	Air Operations
ICT2	Type II Incident Commander	EDRC	Dispatch Recorder
FALA	Faller Class A	EDSD	Supervisory Dispatcher
FALB	Faller Class B	IADP	Initial Attack Dispatcher
FALC	Faller Class C	EMTB	Emergency Medical Technician Basic
TPL1	Tractor Operator	EMTI	Emergency Medical Technician Intermediate
ENOP	Hummer Operator	EMTP	Emergency Medical Technician Paramedic
ENGB	Engine Boss	FINV	Fire Investigator
STDZ	Dozer Strike Team Leader	CTSP	Computer Technical Specialist
STCR	Crew Strike Team Leader	GMEC	General Mechanic
STEN	Engine Strike Team Leader	SMEC	Small Engine Mechanic
TFLD	Task Force Leader	HCEM	Helicopter Crew Member
DIVS	Division Supervisor	LOAD	Loadmaster
OSC	Operations Chief	RXB2	Prescribed Fire Burn Boss Type 2
AERO	Aerial Observer	THSP	Prevention Specialist

## 7. Experience

We want to record all fire experience during the last **5 years**. Use your best estimate on this. Please record as follows:

TYPE:	Enter JOB for all fire experience unless you worked a fire as a trainee for a position.
QUAL:	On all initial attack fires and extended attack fires enter the fire position you served as. Choose from the above list.
RISK:	WF for wildfire

# VIRGINIA DEPARTMENT OF FORESTRY

## INCIDENT QUALIFICATION SYSTEM DATA COLLECTION

### FORM INSTRUCTIONS

<b>INCIDENT NUMBER:</b>	<ul style="list-style-type: none"> <li>For all initial attack fires from 1995 to 1999 use 95-99.</li> <li>For years after 1999, just use the year (2000)</li> <li>For larger fires, enter name of fire (McClung, Afton, Davis Creek, Purgatory etc).</li> <li>For out of state fire assignments, use the following designations: <table style="margin-left: 40px; border: none;"> <tr> <td>Montana 1994</td> <td>MT1994</td> <td>;</td> <td>Texas 1996</td> <td>TX1996</td> </tr> <tr> <td>California 1996</td> <td>CA1996</td> <td>;</td> <td>Florida 1998</td> <td>FL1998</td> </tr> <tr> <td>Texas 1998</td> <td>TX1998</td> <td>;</td> <td>South Carolina</td> <td>SC1999</td> </tr> <tr> <td>Kentucky 1999</td> <td>KY1999</td> <td>;</td> <td>Texas 1999</td> <td>TX1999</td> </tr> </table> </li> </ul>	Montana 1994	MT1994	;	Texas 1996	TX1996	California 1996	CA1996	;	Florida 1998	FL1998	Texas 1998	TX1998	;	South Carolina	SC1999	Kentucky 1999	KY1999	;	Texas 1999	TX1999
Montana 1994	MT1994	;	Texas 1996	TX1996																	
California 1996	CA1996	;	Florida 1998	FL1998																	
Texas 1998	TX1998	;	South Carolina	SC1999																	
Kentucky 1999	KY1999	;	Texas 1999	TX1999																	
<b>EXPERIENCE DATE:</b>	<ul style="list-style-type: none"> <li>For all initial attack fires, leave blank. For larger fires and out-of-state assignments, enter month and year.</li> </ul>																				
<b>OPERATIONAL PERIODS:</b>	<ul style="list-style-type: none"> <li>For all initial attack fires enter number of fires that you served on over the period of 1995 through 1999. This will be further broken down by position that you served as indicated above.</li> <li>For large fires and out of state assignments leave blank.</li> </ul>																				

A completed example of the Experience Section is below:

TYPE	QUAL	RISK	INCIDENT #	EXP. DATE	OPER. PER.
JOB	ICT4	WF	95-99		120
JOB	TPL1	WF	95-99		40
JOB	ICT4	WF	2000		10
JOB	TPL1	WF	2000		10
JOB	FFT2	WF	MT1994	8/94	
JOB	STDZ	WF	TX1996	3/96	
JOB	CRWB	WF	CA1996	8/96	
JOB	FFT2	WF	McClung	4/97	
JOB	TPL1	WF	Afton	4/98	
JOB	TPL1	WF	FL1998	6/98	
JOB	FFT1	WF	Davis Creek	11/98	
JOB	FFT1	WF	Purgatory	8/99	
JOB	DIVS	WF	Ft. Lewis	11/99	